

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

SEEKING RETIRED ANNUITANTS
(Eight Positions Available)

Associate Governmental Program Analysts

5393/JY35

(Up to 40 hours per week--February 17, 2010 – April 15, 2010)

SALARY RANGE: \$4,400.00 - \$5,348.00

DUTIES: Under the direction of a senior auditor and pursuant to applicable regulations, the incumbent will review materials submitted by applicants for the Citizens Redistricting Commission and members of the public for offensive or nonresponsive content. In addition, the incumbent will perform other duties related to the Voters FIRST Act, as assigned. The tasks directly related to this position include, but are not limited to:

- Analyzing, documenting, and flagging applicant materials as potentially offensive or non-responsive.
- Preparing the materials for further review by bureau of state audit or legal staff.
- Tracking applicant materials that may be offensive or non-responsive in nature.
- Handling e-mails, letters, and facsimiles from eligible applicants. Scanning applicant material into computer files and converting materials into a Portable Document Format (PDF) file-format.
- Locating specific applicant files and appending with letters of recommendation written on the applicant's behalf.
- Making inquiries with specific applicants to determine whether specific letters of recommendation were written on the applicant's behalf when there is insufficient information to make a positive determination from the data provided in the letter.

DESIRED QUALIFICATIONS:

- Strong organizational and communication skills.
- Ability to work independently and in a team environment.
- Ability to handle multiple tasks and prioritize work.
- Knowledge of Windows-based Microsoft Word and Excel.
- Ability to work with priorities/deadlines that are subject to frequent change and the ability to work under pressure.
- Ability to maintain confidentiality, exercise sound judgment and discretion, and maintain a professional, courteous demeanor with both colleagues and members of the public.
- Punctuality and reliable attendance.
- Possession of at least 600 hours of eligibility for FY 09/10.

FINAL FILING DATE: UNTIL FILLED

DURATIONS OF POSITION: The duration of this position is dependent upon the number of applications received by the State Auditor for the position of commissioner on the Citizen’s Redistricting Commission. Under no circumstances shall the position exceed statutory limits of 960 hours in a fiscal year. The State Auditor reserves the right to terminate one or more of the eight positions being offered if the volume of material related to the applications is insufficient to warrant maintaining one or more of the positions.

WHO MAY APPLY: Applications will be accepted from individuals who have retired from California State Service and have met the requirements to seek employment for the listed job as a retired annuitant. Please indicate on line 12 of the standard state application (std. 678) that you are retired from state service.

TO APPLY-- send your completed state application (std. 678) to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

SELECTION PROCESS: All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audit employees are excluded from collective bargaining.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.